



Westfield School Safeguarding Children - Uncollected Child Procedure

Policy statement

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified staff who are known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

1. Procedures

Parents of children starting at the setting are asked to provide the following specific

Information which is recorded on our Registration Form:

- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent
- Any person who has parental responsibility for the child
- Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session/day, we follow the following procedures:

- If a child is not collected, the head master / deputy head master are notified and the child is placed in after school club while we attempt to track down a parent.
- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted.

- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school – and whose telephone numbers are recorded on the Registration Form – are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
 - If no one collects the child by the end of after school club, and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children
 - We contact our local authority children's Social Care Team on 01454 61 51 65
 - The child stays at school in the care of two fully-vetted staff members until the child is safely collected either by the parents or by a social care worker.
 - Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
 - A full written report of the incident is recorded on the child's Chronological report.
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- Depending on circumstances, we reserve the right to charge parents for after school provision and any additional hours worked by our staff.
 - Ofsted may be informed: 03001231231
 - Parents/carers attending any groups, sessions or drop-ins within the organisation are responsible for their own children at all times.